

ACTION PLAN

DCI/DDCI Tasks Re Personnel Program

<u>Task</u>	<u>Responsibility</u>	<u>Completion Due Date</u>	<u>Completed</u>
1. Establishing minimum promotion targets by grade by each Directorate:			
A. Guidance to Deputy Directors	Office of Personnel		29 March 1978
B. Preliminary development of promotion plans by Directorate	Deputy Directors	20 April 1978	
C. Review of Directorate promotion plans	Office of Personnel	5 May 1978	
D. Approval of plans	DCI/DDCI	12 May 1978	
E. Publication of Directorate promotion schedule and targets by grade	Deputy Directors	26 May 1978	
2. Implementation of 3% selection-out policy:			
A. Notification of policy decision	DDCI		7 April 1978
B. Career Service implementing actions (establish Directorate Panels to review and make determination on each case)	Deputy Directors	28 April 1978	
3. Cross-Directorate rotations:			
A. Notification to Deputy Directors of requirements	DDCI	28 April 1978	

<u>Task</u>	<u>Responsibility</u>	<u>Completion Due Date</u>	<u>Completed</u>
B. Identification by Deputy Directors of target positions	Deputy Directors	8 May 1978	
C. Identification of candidates by Directorates	Deputy Directors	22 May 1978	
D. Matching of candidates against positions	Office of Personnel	29 May 1978	
4. Personnel Development Plan:			
A. Preparation of analytical comments on Directorate PDP's for DDCI	Office of Personnel	24 April 1978	
B. Schedule meetings of DDCI and the Deputy Directors	DDCI	Pending	
5. Performance Evaluation Study:			
A. Interim report to DDCI	Office of Personnel		12 April 1978
B. Final study task force report to DDCI	Office of Personnel	24 April 1978	

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	<i>D/Pers</i>				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <i>Here is a "target" plan for the current OC/ODCI requirements</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
				<i>4/19/78</i>	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 1-67 **237** Use previous editions

(40)